# What is Prioritization?

A *focused comparison* of alternatives that is complete when there is agreement on the relative position of every alternative on the list in relation to every other alternative.

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# Brainwriting:
# Identifying Opportunities & Goals

❑ **The best way to have a good goals is to have *many* alternatives**

❑ **Works with teams that may be less familiar with one another**

❑ **Allows for constructive criticism & building upon others ideas**

❑ **Avoids the search for the single *right answer***

❑ **Generating effective opportunities & goals involves *creativity***

❑ **Use *Brainwriting* to help identify opportunities**

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# Brainwriting Sheet

| Energy User | Opportunity |
|---|---|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

❑ **Enables equal voice in a broader group**

❑ **Speeds up information sharing – ideas being offered continuously**

❑ **All ideas are visible**

❑ **Easily scanned**

❑ **Triggers new ideas**

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# Bubble-Up/Bubble-Down: Ranking Opportunities & Goals

❑ **Bubble-up/bubble-down is designed to prioritize the opportunities & goals**

❑ **It is a *forced-pair* comparison**

❑ **It allows for extensive team interaction**

❑ **No opportunities or goals are eliminated**

❑ **Additional information may be required in this prioritizing process**

# Ranking Opportunities & Goals

❑ **Team evaluates the opportunities & goals identified**

❑ **Typical evaluation criteria include:**
  - ✓ **Feasibility of implementing goal (easy, moderate, hard)**
  - ✓ **Cost**
  - ✓ **Energy Use/Environmental impact(s)**
  - ✓ **Effort requirements (responsible person is identified for each opportunity & goal)**
  - ✓ **Impact to School District's mission**

❑ **Decision matrix or Bubble-Up/Bubble-Down**

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# Bubble Up/Bubble Down Results

| Opportunities & Goals |
|---|
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

# E2 Opportunity Selection

❑ **Pick one or more of the *quick wins* to implement on an expedient basis**

❑ **Quick wins may or may not need an action plan for implementation**

❑ **Pick the highest ranked "*crown jewel*" to develop an action plan for implementation as a feasibility study**

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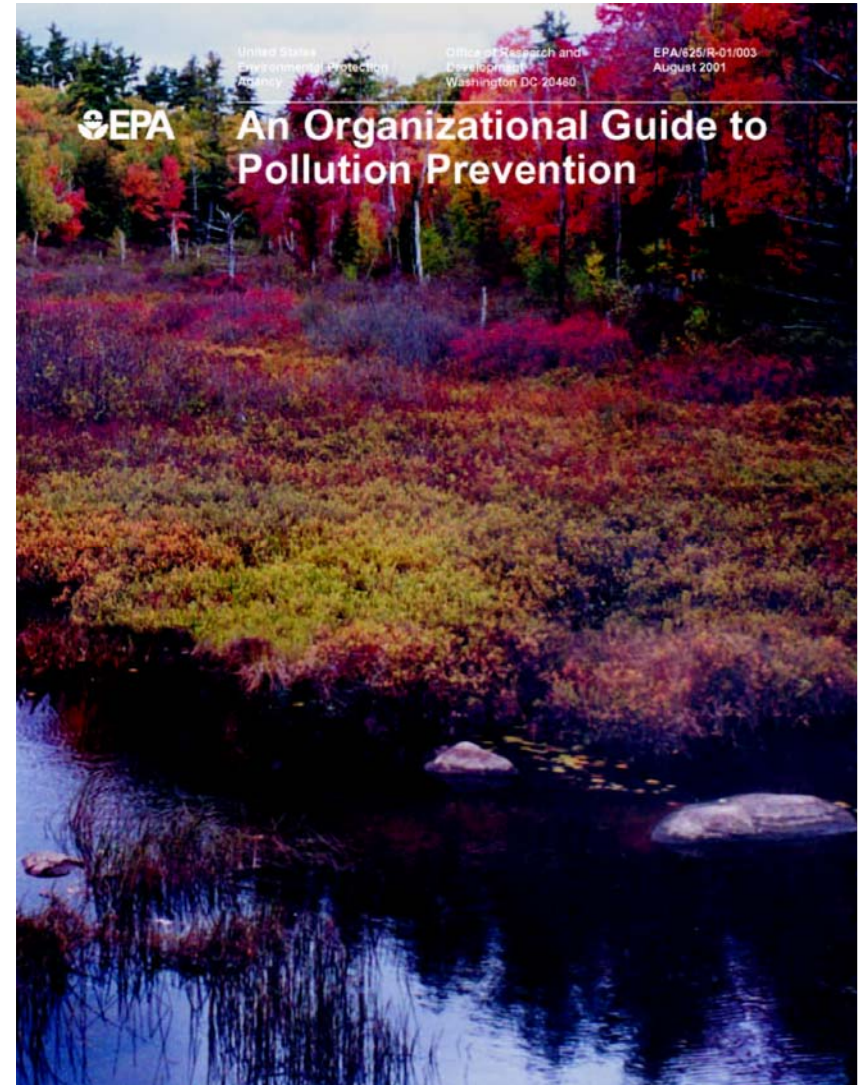# An Organizational Guide to Pollution Prevention

**Publication #
EPA/625/C-01/003**

- ✓ **A new approach, unlike previous assessment manuals**

- ✓ **Basic P2 Concepts and Tools**
    **(Chapters 1-4)**

- ✓ **P2 Program Implementation Approaches**
    **(Chapters 5-8)**



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